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MANAGERIAL SELECTION PROCESS

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

THIS IS A CALTRANS PROMOTIONAL EXAMINATION IN WHICH LATERAL CANDIDATES ARE ENCOURAGED TO APPLY.

EXAMINATION ANNOUNCEMENT

THIS EXAMINATION IS FOR DESIGNATED MANAGERIAL POSITIONS.

CLASSIFICATION: **SUPERVISING TRANSPORTATION ENGINEER, CALTRANS**

POSITION TITLE: **SUPERVISING REGIONAL PROJECT MANAGER**

SALARY: **\$8955 - \$9878**

LOCATION: **DISTRICT 4 - OAKLAND**

FINAL FILING DATE: **MAY 12, 2010**

DUTIES/RESPONSIBILITIES

Under the general direction of the Division Chief, Project Management, the incumbent serves as the Supervising Regional Project Manager (SRPM). The SRPM serves as Project Manager for critical projects assigned within a given region and in accordance with policies and practices governed by Caltrans and participating agencies. The incumbent serves as the chief spokesperson for all projects for which he/she is assigned the duties of project manager and acts as the contact person within Caltrans and to various outside agencies, including federal, other state, regional and local transportation and regulatory agencies.

Responsibilities include, but are not limited to:

- [Serves as project manager and oversee all projects in his/her region to ensure successful delivery of district's commitment.](#) Accountable and responsible for decisions, actions, and consequences in the planning, organizing, directing and monitoring of activities necessary to deliver large complex transportation projects assigned within his/her region from initiation through construction and project closeout. Accountable and responsible for delivering all projects within the scope, schedule, and budget for each project. Works with functional counterparts to ensure project deliverables meet requirements, are timely and have updated. Analyze situations and take appropriate action address cost, scope, schedule or budget changes and to effect progress and successful delivery. Plans, monitors, and prioritizes resources for projects in regions. Works with project teams on technical issues, negotiation of scope, cost and schedule, delivery commitments, permits and agreements with external stakeholders (e.g., cities, counties, regional planning agencies, regulatory agencies) and internal functional units, and resources priority and allocation. Elevates issues to the Division Chief, Project Management with recommendations to resolve.
- Serves as a supervisor and mentor to the senior level project managers. Plans and manages projects priority and delivery within region. The senior level project manager elevates issues of concern to the SRPM. Attends critical meetings outside Caltrans to assist the senior level project managers, if so requested by executive management. Makes project manager recommendations for projects assigned within his/her region. Represents the senior level project manager on issues where there is a need for a supervising transportation engineer, including staffing negotiations with functional office chiefs and meeting local partners.
- Represents Caltrans at public meetings and acts as the primary liaison within Caltrans and with outside agencies concerning projects assigned within his/her region. Reports status of projects in region to executive management.

MINIMUM QUALIFICATIONS

Applicants must have a permanent civil service appointment with the Department of Transportation and meet the following qualifications by the final file date in order to participate in this examination.

Possession of a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers. **and**

Either I

Experience: One year of transportation engineering experience as a senior level engineer in the California state service.

Or II

One year of supervisory or managerial experience equivalent in level to a Senior Transportation Planner in the California state service. **and**

Two years of civil engineering work at the Associate Engineer level or higher in the California state service.

Or III

Broad and extensive (more than five years) transportation engineering experience, two years of which are equivalent in responsibility to the senior level engineer in the California state service.

KNOWLEDGE AND ABILITIES

Knowledge of: Various phases of transportation engineering and systems planning; transportation economics and financing; factors which influence the impact of transportation facilities on the environment, the community and the economy; principles and techniques of personnel management and supervision; Department's equal employment opportunity and labor relations objectives; a manager's role in safety, health, equal employment opportunity and labor relations and the processes available to meet these program objectives.

Ability to: Administer an engineering program; plan and direct the work of others; judge work quality and performance; prepare technical correspondence and complete, comprehensive reports; prepare articles for publication; address an audience effectively; analyze situations accurately and adopt an effective course of action; communicate effectively; effectively contribute to the Department's safety, health, equal employment opportunity and labor relations objectives.

POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA

In addition to the minimum qualifications listed above, the following position specific qualifications will be evaluated:

- Demonstrated experience in planning, developing, managing and delivering large, highly visible, complex projects from initiation to construction.
- Demonstrated experience and ability to work cooperatively with external partners and interested parties (elected officials, federal/state/regional/local governments/agencies, resources/permitting agencies, advocacy groups; as well as Department's headquarters, functional units, District's management and project development teams.
- Demonstrated knowledge of project development for delivery of capital improvement projects with federal/state/regional/local funds.
- Demonstrated ability to communicate effectively, both orally and in writing; make presentation to project teams, management and at public, local boards meetings.
- Demonstrated ability to apply logic and creativity in decision making processes.
- Demonstrate interpersonal communication, motivational and negotiating skills to accomplish organizational goals and resolve personnel and politically sensitive issues.
- Demonstrated knowledge of budget processes, workload development, resource planning and cost management.
- Demonstrated ability to manage changes, risks and teams to deliver project commitments.

EXAMINATION INFORMATION

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills and abilities of the classification will be applied. All candidates who meet the qualifications may compete for the vacant position. An evaluation of the Examination/Employment Application (STD. 678), Statement of Qualifications and interview will be used to rate candidates. A pool of candidates will be created for the specific position identified on this bulletin which will include the ranking of each candidate.

Candidates will be notified in writing of their examination results.

FILING INSTRUCTIONS

All interested applicants must submit:

- An original, signed State application (STD. 678) that includes civil service titles and dates of experience. The application should specify the **classification; position title and the MSP number 10MSP12.**
- **No faxed or emailed applications will be accepted.**
- A Statement of Qualifications. The Statement of Qualifications is a discussion of the candidate's experience that would qualify him/her for this position. **The Statement should be no more than two pages in length and should address each of the Position Specific Qualifications listed on this examination announcement.**
- Resumes are optional and **do not** take the place of the Statement of Qualifications.
- Effective January 1, 2009, Government Code Section 18991 is enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty to apply for Special Examination & Appointment (SEA) Program examinations, for which he/she meets the minimum qualifications. **Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Examination Application (STD. 678).**

State application and Statement of Qualifications must be received or postmarked by the final file date of **MAY 12, 2010**. Interagency mail received after this date will not be accepted.

The State application and Statement of Qualifications are to be submitted to:

**Department of Transportation
ATTN: Liz Ochoa (10MSP12)
1727 30th Street, MS-86
Sacramento, CA 95816**

APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.

Questions regarding this examination process should be directed to Liz Ochoa at (916) 227-7466.

ELIGIBILITY INFORMATION

This examination **will not** establish a civil service list; therefore, candidates **will not** have the ability to transfer their eligibility to other departments.

REASONABLE ACCOMMODATION

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TTY users may contact the California Relay Service TTY line at 1-800-735-2929, the Voice line at 1-800-735-2922, or the Exams TTY line at (916) 227-7857 for assistance.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Special Programs, P.O. Box 168036, MS-86, Sacramento, CA 95816. Voice (916) 227-7858/Calnet 498-7858 or TTY (916) 227-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.